

ITEM 01-A
09-15-2022

MINUTES
BOARD OF DIRECTORS
OLYMPIC EDUCATIONAL SERVICE DISTRICT 114
105 National Avenue N., Bremerton WA 98312

Location: This meeting will be held in person at the address above
and via Zoom at the link below

Audio/Video: Dial +1 669 900 6833 Meeting ID: 244 562 383 Password: 372604
Zoom Link: <https://zoom.us/j/244562383?pwd=OHlXUk5KTjlKSkkxqNS9EVWFtRC96QT09>
August 18, 2022

11:30 AM – Lunch was provided. No business was conducted.

REGULAR SESSION CALL TO ORDER

Chair Cliff Huenergard called the meeting to order at 12:00 PM in Conference Room 202 and welcomed attendees. Link above was provided for attendees who joined via Zoom. Join by Audio/Video: Dial +1 669 900 6833 Meeting ID: 244 562 383 Password: 372604

Zoom Link: <https://zoom.us/j/244562383?pwd=OHlXUk5KTjlKSkkxqNS9EVWFtRC96QT09>

PLEDGE OF ALLEGIANCE

Chair Cliff Huenergard led the Pledge of Allegiance.

ROLL CALL OF MEMBERS AND GUESTS

Cliff Huenergard, Chair

Donn Ring (Excused)

Carl Johnson

Stephanie Parker

Ann Byrnes

John Haupt

Dr. Aaron Leavell, Superintendent (eff. July 1, 2022)

Susan Jung Lathrop, Assistant Superintendent of Teaching and Learning

Monica Hunsaker, Assistant Superintendent of Finance

Anna Winney, Director of Human Resources

Tina Schulz, Executive Assistant

GUESTS:

Vicki Collins, Candidate OESD Director District 2

APPROVAL OF THE AGENDA

Carl Johnson moved to approve the agenda as revised. Stephanie Parker seconded the motion. Voice vote was called. Motion carried.

MINUTES

Ann Byrnes moved to approve the minutes of the June 16, 2022, regular meeting, and the special meetings of June 22, 2022, and June 29, 2022, as presented. Stephanie Parker seconded the motion. Voice vote was called. Motion carried.

COMMUNICATIONS & ANNOUNCEMENTS

Board members - share a best practice: Chair Cliff Huenergard opened the floor for an opportunity to share, and hearing none, moved to the next agenda item.

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ADMINISTRATIVE REPORTS

AESD Executive Board Report: The next AESD Executive Board meeting will be at Puget Sound ESD in Renton on September 26, 2022.

- Board members discussed registration and travel to the WSSDA and AESA Conferences this fall.
- **Board Self-Assessment:** The annual Board Self-Assessment was completed by all OESD Board members. Feedback was reviewed and team-building activities were discussed, including potentially scheduling a retreat this fall. Potential retreat topics could include: How to work together effectively, how OESD Board relates to the school districts, study sessions on particular topics, operating with a new superintendent, and deliberations on major items before it goes to the Board and connecting how the issues relate to the agency P.R.I.D.E. Goals. Also discussed was the potential of hiring consultants to lead discussions, when and where to meet, and whether to include leadership and at what level. Some suggestions were shared on details of how to drill into specific areas of where the goals are being achieved, displaying a poster of the goals in the Board Room, when to revisit the strategic plan and the P.R.I.D.E. Goals? Another suggestion was to add a question about agency values to the Board's Self-Assessment.
- **Superintendent Evaluation Sub Committee:** Ann Byrnes and Stephanie Parker presented committee work to create an updated, evidence-based, Superintendent Evaluation process. They shared the draft plan, tasks ahead, components of the process, and timeline. A final draft will be presented to the Board in September. This school year, the process will be a pilot to be solidified in June 2023.
- **Legislative Report/Update:** OESD Legislative Representative Ann Byrnes reviewed the WSSDA process for the upcoming legislative session, which includes permanent position statements and legislative position statements to be presented to the Legislature. The process is open to all members for submission of topics. Currently there are 239 to be considered and voted upon in September/October and those selected will move forward. By October 15, topics are given to officials and the lobbying process begins in January. School Boards vote on the topics, ESD boards do not.

Superintendent's Report: *(Any personal pronouns used during the Superintendent's report to the Board are specifically in reference to the superintendent.)*

- Introduction of Candidate(s) for OESD Director District 2: Vicki Collins
- Scheduled on August 23, 2022, is the first OSPI Statewide meeting of the new school year with leadership from school districts and ESDs. Formerly, these meetings were held once per month and will now be quarterly. OSPI has also removed themselves from attending monthly Superintendents' Advisory Council (SAC) meetings. Instead, OSPI reports will be provided to superintendents and region WASA presidents.
- Superintendent Leavell is currently meeting with OESD department leaders individually and visiting department meetings to meet and greet staff.
- OESD Superintendent Goals – School Year 2022-2023: The annual schedule of board meetings and study sessions and draft initiatives/goals, including four additional goals since the June Board meeting, were reviewed. Recent health topics and the Tuesday morning meetings with County Health Officials were noted. Goals for the Assistant Superintendents (Teaching & Learning and Business), which nest under and support the Superintendent goals, were provided.

Planning ahead for Fall Conferences 22-23: *(REGISTRATION IS OPEN - contact Tina Schulz to register)*

- WSSDA Annual Conference: November 16-19, 2022, Spokane Convention Center and Davenport Grand
- AESA Annual Conference: November 30-December 3, 2022, Atlanta, GA

Financial and Technology – Monica Hunsaker reviewed the following:

- **2021-22 Budget status report** for May was provided in the Board packets. The General Fund ending balance was \$5.197 million (adjusted amount considering the state's GASB accounting formula is \$12.287 million). Unemployment Fund ending balance was \$3.638 million; the Workers Compensation Fund balance was \$12.314 million; and the Compensated Absences fund was \$1.235 million. The next budget status report will be presented to the Board in January as the agency works on closing the books for the 2021-22 school year.

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Human Resources – Anna Winney shared the following:

- Renewed Contracts for 2022-2023 (list of certificated staff and administrators) were provided to the Board. Discussion was held around staff positions that are challenging to fill, such as school psychologists.

Teaching and Learning Services - Susan Jung Lathrop shared the following:

- Staff is busy providing districts and schools with professional development, including Social Emotional Learning.
- The Career and Technical Education (CTE) cooperative will be up and running with two and maybe three schools/districts participating.
- The AESD redesign process was highlighted in regards to changes in champion roles and executive sponsor roles.
- Early Learning programs are ramping up to the first day of school with planning sessions and trainings for staff scheduled throughout the next few weeks. The Policy Council sign-up sheet was passed around for OESD Board members who are able to attend the meetings.

BUSINESS**Head Start Program Monitoring (Policy 2500): Head Start/ECEAP & Early Head Start Monthly Reports.**
(Information only, no action required)

OESD 114 Director District Boundary (Redistricting): Letters and maps were provided to each county (Jefferson, Mason, Clallam, Kitsap) and a sample letter was included in the Board packet for information only.

Second Reading and Adoption of Revised Board Policy 6022, Fund Balance: Monica Hunsaker noted the balance has been adjusted since the first reading in June, 2022. Carl Johnson moved to approve the Second Reading and Adoption of Revised Board Policy 6022, Fund Balance, as presented. Ann Byrnes seconded the motion. Voice vote was called. Motion carried.

Revised Procedure 5225P, Telecommuting (Information only, no action required). Anna Winney noted that a list of frequently asked questions is in the works for staff.

Revised Procedure 5310P, Compensation (Information only, no action required). Anna Winney noted the change in procedure reflects experience not only in the education field, but in other fields relating to positions.

Resolution #276, Cancelled Warrants – Unclaimed Property: In response to a question from the Board, Monica Hunsaker reviewed the process of contacting someone multiple times using multiple methods before the check is submitted as unclaimed property. Stephanie Parker moved to Approve Resolution #276, Cancelled Warrants – Unclaimed Property, as presented. Carl Johnson seconded the motion. Voice vote was called. Motion carried.

VOUCHERS AND PAYROLL

We the undersigned Board of Directors of Olympic Educational Service District 114, Kitsap County, Washington, do hereby certify that the following disbursements are approved this 18th day of August 2022

<u>FUND</u>	<u>DATE PAID</u>	<u>WARRANT #'S</u>	<u>AMOUNT</u>
General:	VOID/REISSUE	159781	\$ 3,702.33
	VOID	159667	\$ 17,500.00
	6/17/22	159782-159783	\$ 190,376.81
	6/30/22	ACH	\$ 46,270.96
	6/30/22	159784-159795	\$ 368,859.95
	VOID/REISSUE	159796	\$ 100.00
	6/30/22	159797-159845	\$ 248,941.81

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VOUCHERS AND PAYROLL (continued):

General (continued):	6/30/22	159846	\$	75.00
	6/30/22	159847-159855	\$	23,021.84
	VOID/REISSUE	159856	\$	13,000.00
	7/15/22	159857-159861	\$	32,345.28
	7/15/22	ACH	\$	4,694.20
	7/15/22	159862-159938	\$	232,625.14
	7/18/22	159939	\$	187,210.18
	7/29/22	ACH	\$	28,424.87
	7/29/22	159940-159949	\$	318,375.00
	7/29/22	159950-159979	\$	78,291.75
	8/5/22	159980	\$	400.00
	8/15/22	159981-159982	\$	120.86
	8/15/22	159983-160018	\$	259,410.14
	8/15/22	160019-160020	\$	17,930.84
	8/15/22	ACH	\$	899.90
Payroll:	6/30/22	703059-703062	\$	1,085.60
	6/30/22	WIRE	\$	1,550,275.12
	6/30/22	WIRE	\$	67.65
	7/15/22	703063-703076	\$	3,370.99
	7/15/22	WIRE	\$	68,260.07
	7/29/22	703077-703080	\$	853.36
	7/29/22	WIRE	\$	1,296,138.43
	8/15/22	703081-703088	\$	1,804.40
	8/15/22	WIRE	\$	3,021.53
Workers Comp:	6/16/22	404058	\$	20,000.00
	6/23/22	404059	\$	35,000.00
	6/30/22	404060	\$	25,000.00
	6/30/22	404061-404065	\$	53,445.23
	7/7/22	404066	\$	55,000.00
	7/15/22	404067-404070	\$	11,404.26
	7/14/22	404071	\$	10,000.00
	7/21/22	404072	\$	15,000.00
	7/29/22	404073-404075	\$	59,703.46
	7/28/22	404076	\$	20,000.00
	8/4/22	404077	\$	90,000.00
	8/15/22	404078-404080	\$	445,239.48
	8/11/22	404081	\$	30,000.00
Unemployment:	6/30/22	200469-200470	\$	3,049.65
	7/15/22	200471	\$	760.33
	7/29/22	200472	\$	10,374.14
	8/15/22	200473-200474	\$	25,460.44
Compensated Absences:	7/29/22	600078	\$	200.00

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VOUCHERS AND PAYROLL (continued):

Monica Hunsaker noted that the list above includes June and July warrants because the OESD does not hold a Board meeting in July.

John Haupt moved to approve the Vouchers and Payroll as presented. Carl Johnson seconded the motion. Voice vote was called. Motion carried.

PERSONNEL

The following personnel changes were recommended.

New Employees:

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Laura Green	SAP	07/12/2022
Hanatea Elkington	Attendance Re-engagement Case Manager	08/01/2022
Thomas Sheehy	Attendance Re-engagement Case Manager	08/01/2022
Sara Avery	Assistant Teacher	08/09/2022
Yhadira Zubieta	Spanish Speaking Home Visitor	08/15/2022
Shannon Campbell	Assistant Teacher	09/22/2022
Venus Km-Wr	SAP	08/29/2022
Ann Milner	Assistant Teacher	09/01/2022
Angelica Castro	Speech Language Pathologist	09/01/2022
Sara Rios	Teacher of the Visually Impaired	09/01/2022
Jennie Peterson	Occupational Therapist	09/01/2022
Patti Sgambellone	Special Services Counsellor	09/01/2022

Resignation:

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Susan Zetty	Executive Director- Teaching & Learning	06/30/2022
Amanda Gaskill	Occupational Therapist	08/31/2022
Andrea Galloway	School Psychologist	08/31/2022
Alex Skavlem	Orientation & Mobility Specialist	08/31/2022
Stephanie Barney	Assistant Teacher	08/31/2022
Sanelivi Fitiao	Social Worker Intern	08/31/2022
Heather Velez	Assistant Teacher	08/31/2022
Monica Hunsaker	Assistant Superintendent of Finance & Operations	08/31/2022

Rescinding Resignation/Retirement:

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Beth Bowen-Wegner	Lead Teacher	08/31/2022

Termination:

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Jamall Brown (Layoff)	Youth Services Professional	08/31/2022

Stephanie Parker moved to approve the employments, resignations, rescinded retirement, and termination, as presented. Carl Johnson seconded the motion. Voice vote was called. Motion carried.

BOARD CANDIDATE INTERVIEW(S) for DISTRICT 2 (Unexpired Term): Board members interviewed Vicki Collins for the District 2 position. Ms. Collins is the founder and Vice President of *OurGEMS* youth non-profit (Our Girls Empowered through Mentoring & Service), Principal of Bryant-Collins Consulting, LLC, is a long-time resident of Bremerton, and has served on multiple boards and advisory committees while mentoring and training youth and adults.

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EXECUTIVE SESSION

1:30 PM – Cliff Huenergard announced that the Board would recess into Executive Session for approximately 30 minutes to discuss Board Candidate(s) qualifications and to review personnel matters (pursuant to RCW 42.30.110).

REGULAR SESSION

2:00 PM – The Board returned to Regular Session


OESD BOARD OF DIRECTORS DISTRICT 2 NOMINATIONS AND VOTING

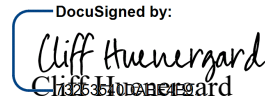
Board Chair Cliff Huenergard call for nominations to fulfill the unexpired term of OESD Board Director District 2. Carl Johnson nominated Vicki Collins to fulfill the OESD Director District 2 position. Ann Byrnes seconded the motion. Voice vote was called. Motion carried. Oath of Office will be held at the September 15, 2022, Board Meeting.

2:02 PM – The Board adjourned.

Reminder: The next regularly scheduled Board Meeting is Thursday, September 15, 2022.

Respectfully submitted,

DocuSigned by:

Dr. Aaron Leavell
Secretary to the Board

DocuSigned by:

Cliff Huenergard
Chair

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TS